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## Establishing Commercial Sanitation Collection Service

Dear Commercial Customer:

Thank you for your interest in establishing commercial sanitation collection service with us. We are delighted that you will join thousands of other businesses currently a part of our commercial customer base.

Attached is a commercial sanitation service application packet. Please complete all applicable forms in their entirety. Businesses seeking to establish service will be required to provide several documents to establish ownership and eligibility to be approved for a sanitation service account. Please see the document titled *Requirements for Establishing Commercial Sanitation Service* for more information on the requirements for establishing a commercial sanitation account.

Once completed, the new service application and supporting documentation can be emailed to [CommercialService@dekalbcountyga.gov](mailto:CommercialService@dekalbcountyga.gov); **OR** submitted in person at the Sanitation Division's administrative office, 3720 Leroy Scott Drive, Decatur, GA 30032; **OR** mailed to the Sanitation Division's administrative office; **OR** submitted via a secure drop box located outside the front entrance to the Sanitation Division's administrative office (visit [www.dekalbsanitation.com](http://www.dekalbsanitation.com) for more information).

The Sanitation Division continues to meet the challenges of an ever-increasing customer base, with a sustained focus on customer service excellence. Our approach to serving you is reflected in our primary mission of maintaining a culture of operational excellence, and as reflected in our Employee Creed of Service - A Tradition of Efficiency, Resilience, Accountability and Integrity.

Should you have any questions or concerns, contact our Customer Care team at 404-294-2900 or [CommercialService@dekalbcountyga.gov](mailto:CommercialService@dekalbcountyga.gov). On behalf of our various operational areas, we look forward to serving you.

At your service,

Tracy A. Hutchinson  
Division Director  
Sanitation Division ♦ Beautification Unit



Sanitation Division Administrative Office



Commercial Garbage Dumpster



CNG Station – Seminole Road Landfill



Sanitation Division CNG Fleet



Glass Recycling Program

Customized Commercial Recycling Programs

- DeKalb County School District
DeKalb Senior Center Recycling Program
Institutions of Higher Education Recycling Program
And more

Commercial Account Application

Date
Business name
Service address
City/State Zip code
Phone Fax #
Email
Billing address
Authorized account contact: Name
Phone Email

Requested container size (check all that apply)

- 3-yard front-load dumpster
4-yard front-load dumpster
6-yard front-load dumpster
8-yard front-load dumpster
County-provided 30-yard compactor
Customer-provided 30-yard compactor

Servicing frequency: 1 2 3 4 5 6
(Number of days per week; please check one)

Scheduled collection day(s): Customers can be serviced up to six times per week; collection days will be determined the by commercial collection team and provided to customers.

Prepayment amount: \$
(A container delivery and removal fee of \$150 AND the equivalent of one monthly service fee)

Container fee (one-time fee): \$ Monthly fee: \$

Customer signature Date

For commercial hand-collection requests (roll carts), a site assessment by the Commercial Services team must be completed. A determination will then be made regarding the type of service appropriate for the location. Applications can be submitted in person, or via email, USPS mail or secure drop box. Allow three to five business days for container delivery once payment has been received. Please make check/money order payable to the DeKalb County Sanitation Division.

Enclosure doors must have a system in place to keep doors open while being serviced, otherwise customers will be required to sign a Hold Harmless Agreement.

For Office Use Only

Form of payment: Cash Card Check Check #
Service request # District Route
Customer # Location # Service day(s)
C.S. Rep. signature Date
Container delivery date W/O #